

### Child Find and Identification

- A. Review records
- B. Conduct screening
- C. Conduct and document pre-referral activities
- D. Make referral for evaluation
- E. Provide PWN
- F. Provide PSN

# SPECIAL EDUCATION PROCESS



## 1. Initial Evaluation and Determination of Eligibility

- A. Provide Meeting Notice, if a meeting is held
- B. Review existing data by MET/IEP team members

C1. If NO additional data needed	C2. If additional data needed
<ul style="list-style-type: none"><li>Determine eligibility</li><li>Develop evaluation report</li><li>Provide PWN* ; review parental rights regarding initial evaluation</li></ul>	<ul style="list-style-type: none"><li>Provide PWN</li><li>Obtain parental consent</li><li>Gather additional data</li><li>Determine eligibility</li><li>Develop evaluation report</li><li>Provide PWN*</li></ul>

- D. Provide parent evaluation report and eligibility determination

## 2. IEP Development

- A. Provide Meeting Notice
- B. Complete IEP
- C. Determine levels of service and LRE
- D. Provide PWN\*, and copy of IEP

## 3. Initial Placement

- A. Obtain written parental consent
- B. Provide PWN\*

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\* If one PWN is provided, it must address all actions proposed or refused by the educational agency.

## 4. IEP Implementation in the Least Restrictive Environment

- A. Inform teachers of IEP responsibilities and provide IEP access
- B. Provide services
- C. Prepare progress reports and submit to parents

## 5. Review and Revision of IEP

- A. Provide Meeting Notice and Annual Procedural Safeguards Notice (PSN)
- B. Review/revise IEP
- C. Determine levels of service and LRE
- D. Provide PWN\* and copy of IEP

## 6. Reevaluation and Determination of Eligibility

- A. Provide Meeting Notice as appropriate
- B. Document the Review Existing Data by MET/IEP team members

C1. If NO additional data needed	C2. If additional data needed
<ul style="list-style-type: none"><li>Notify parents of the right to request additional data; (PSN)</li><li>Document parent agreement that no additional evaluation is needed.</li><li>Determine continued eligibility</li><li>Provide PWN*</li></ul>	<ul style="list-style-type: none"><li>Provide PWN</li><li>Obtain parental consent</li><li>Gather additional data</li><li>Determine continued eligibility</li><li>Develop reevaluation report</li><li>Provide PWN*</li></ul>

- D. Provide parent reevaluation report and eligibility determination

## 7. Review and Revision of IEP

### OR Dismiss from Special Education

- A. Provide reevaluation report and eligibility determination
- B. Provide PWN\*